

# DISTANCE LEARNING CENTRE FEES & PAYMENTS



## COURSE FEES AND PAYMENTS

Unlike traditional Colleges, the Distance Learning Centre receives no government funding. We are entirely reliant on the course fees from our students. However, we are still able to keep our costs extremely competitive in comparison to fees the colleges charge. As a result, **we are not able to offer our courses at discretionary rates or free of charge.** A few students have managed to secure some grant funding themselves. You may find some useful links on the Web Site Grants & Finance page but we do not offer a service to help you secure funds.

## COURSE FEES

We do not require payment of all the course fees up front but offer Course Fee Instalment options spread across the period of your study.

**Access Diploma Course Fees** are made up of three parts:

1. **DLC Enrolment Fee** = £30.00 (inc. VAT), payable when you register with the Distance Learning Centre.
2. **Access Diploma Course Fee** = £792.00 (inc. VAT), covers up to 365 maximum days of study.
3. **OCNNWR (Awarding Body) Registration Fee** = £100.00 (no VAT payable), only payable on successful completion of the course or if you have not completed the whole course but want an Access Certificate for the Credits you have achieved. The Certification fee is set by the Open College Network North West Region (our Awarding Body) and we pay it directly to them. They do change this periodically and we have to pass on any changes in cost to you.
4. **Total Fees = £922.00 (inc. VAT).**

If you exceed your maximum days of study, you can complete your studies by transferring onto the Extension Monthly Tuition Fee of £60.00 pcm (inc. VAT).

If you fail to pay fees on time or miss a live tutor assessment, without prior agreement, you incur a Late Penalty Fee of £20.00 (inc. VAT).

**GCSE Equivalence Course Fees** and maximum days of study are simply added to the cost of the Access Diploma. GCSE Equivalences can only be studied as an extension to an Access Diploma:

1. **Maths GCSE Equivalence** (plus 110 additional maximum days of study) = £237.60 (inc. VAT).
2. **English GCSE Equivalence** (plus 73 additional maximum days of study) = £158.40 (inc. VAT).
3. **Science GCSE Equivalence** (plus 91 additional maximum days of study) = £198.00 (inc. VAT).
4. **OCNNWR (Awarding Body) Registration Fees** are difficult to calculate as they also depend on previous GCSEs you may have, the Equivalences you wish to study and what you study within your Access Diploma, so the costs below are indicative only.

- Maths between £15 & £36
- English between £0 & £15
- Science between £0 & £48
- English & Maths £60
- English & Science between £60 & £72
- Maths & Science £63
- Maths, English & Science £105

### **Short Course or Partial Diploma (Unit Accreditation) Course Fees**

If you want to study a Partial Diploma (Unit Accreditation) or Short Course, or wish to gain additional Credits beyond your Diploma, the fee is £66.00 per month (inc. VAT) or £13.20 (inc. VAT) per Credit, whichever is greater.

Short Courses do not incur an Awarding Body Registration Fee at the end of the course as you receive a Distance Learning Centre Certificate of Achievement.

For Partial Diploma (Unit Accreditation) Awarding Body Registration Fees are £100 (no VAT payable).

Please see the relevant page on the web site for further information on these:

[http://www.distancelearningcentre.com/fees\\_ua.php](http://www.distancelearningcentre.com/fees_ua.php)

### **HOW TO PAY FOR YOUR COURSE**

The preferred method of payment is online with a credit or debit card. Our payment system (SagePay) is one of the most secure and reliable on the market. We accept all major cards: Visa (Credit and Debit), MasterCard, Electron & UK Maestro.

At the same time as you Register on the myDLC web site

([http://www.distancelearningcentre.com/user\\_register.php](http://www.distancelearningcentre.com/user_register.php)):

- You will receive a Registration Email with your login details,
- You then Login and pay your Enrolment Fee online.
- **We will not process your Enrolment Form and enrol you on the course until we receive this fee.**
- Upload your Enrolment Form and ID documents (photo evidence and proof of address).
- Set up your course, start date and target completion date and select your payments option on myDLC.
- **If there is some reason why you cannot pay online** by credit/debit card, or you wish to make a single payment, part payment by grant cheque, or there is some other reason, you should contact the Student Services Manager to discuss other payment options. E-mail [finance@distancelearningcentre.com](mailto:finance@distancelearningcentre.com) Tel. no. 01706 878149.

**Once you have paid your Enrolment Fee we will automatically debit your regular tuition fee instalments and paying your Enrolment Fee acknowledges your acceptance of this.** You do not need

to keep logging in to pay your instalments. There is always a short period between submitting your Enrolment Form and starting your studies and **the first payment will not be debited from your account until your chosen Course Start Date.**

If you inform your tutor that you are leaving the course or putting your studies 'On Hold', we will cease debiting instalments from your account immediately.

## **INSTALLMENT PAYMENT OPTIONS**

Although you can pay all the fees at the start, we do not require this, but offer monthly instalment options spread across the period of your study, although we can be flexible and take lump sum payments or combinations of lump sums and monthly payments. The amount of your monthly instalments depends on your planned date to complete the course. We generally expect that a full Access Diploma course takes about 9 to 12 months of study. **Please note that the instalments do not represent payment for a particular period of study, they are an instalment towards payment of the full course fee.**

### **Instalment options for completion of Diploma in 12 months and more than 12 months**

- £30.00 Enrolment Fee paid at the time you submit your Enrolment Form followed by 12 monthly instalments of £66.00 per month, starting on the day you start studying the course. The £100.00 Registration Fee is due only on successful completion of the course. **Total = £922.00.**
- If you take longer than 12 months to complete, monthly payments will continue at £60.00 per month until you complete.
- If you finish sooner than your planned 12 months, the way you finish your instalments will depend on your choice. If you require Certification before your 12 months are up, you will need to settle the outstanding amount, otherwise you can just continue your monthly payments until the full amount is settled. Alternatively, if it becomes clear part way through the course that you will finish early we can adjust the monthly instalments accordingly.
- If you do not complete the course or do not require a Certificate, the course completion charges do not apply. However, we will also issue a DLC Certificate of Achievement to evidence what you have completed up to that point.

### **Instalment options for completion of Diploma in less than 12 months**

- £30.00 Enrolment Fee paid at the time you submit your Enrolment Form followed by £792.00 divided across the number of months in which you plan to complete, starting on the day you start studying the course. The £100.00 Certification Fee is due only on successful completion of the course. **Total = £922.00.**
- If you take longer than the number of months you planned to complete, you will not need to pay further monthly tuition fees unless you take longer than 12 months. Alternatively, if it becomes clear part way through the course that it is going to take you longer to complete than you initially planned, we can agree with you to adjust the monthly instalments accordingly.

- If you finish sooner than your number of months, the way you finish your instalments will depend on your choice. If you require Certification before your number of months are up, you will need to settle the outstanding amount, otherwise you can just continue your monthly instalments until the full amount is settled. Alternatively, if it becomes clear part way through the course that you will finish earlier than you planned, we can agree with you to adjust the monthly instalments accordingly.
- If you do not complete the course or do not require a Certificate, the course completion charges do not apply. However, we will also issue a DLC Certificate of Achievement to evidence what you have completed up to that point.

### **Examples of monthly instalment amounts:**

#### **Access Diploma (£792 inc. VAT)**

- 12 months - £66.00 per month
- 11 months - £72.00 per month
- 10 months - £79.20 per month
- 9 months - £88.00 per month
- 8 months - £99.00 per month
- 7 months - £113.14 per month
- 6 months - £132.00 per month

#### **Access Diploma plus Maths GCSEE (£1029.60 inc. VAT)**

- 15 months - £68.64 per month
- 14 months - £73.54 per month
- 13 months - £79.20 per month
- 12 months - £85.80 per month
- 11 months - £93.60 per month
- 10 months - £102.96 per month
- 9 months - £114.40 per month
- 8 months - £128.70 per month

#### **Access Diploma plus Maths & English GCSEs (£1188.00 inc. VAT)**

- 17 months - £69.88 per month
- 16 months - £74.25 per month
- 15 months - £79.20 per month
- 14 months - £84.86 per month
- 13 months - £91.38 per month
- 12 months - £99.00 per month
- 11 months - £108.00 per month
- 10 months - £118.80 per month
- 9 months - £132.00 per month

## Access Diploma plus Maths, English & Science GCSEs (£1386.00 inc. VAT)

- 20 months - £69.30 per month
- 19 months - £92.95 per month
- 18 months - £77.00 per month
- 17 months - £81.53 per month
- 16 months - £86.63 per month
- 15 months - £92.40 per month
- 14 months - £99.00 per month
- 13 months - £106.62 per month
- 12 months - £115.50 per month
- 11 months - £126.00 per month

When you select your Course and set up your Course Start Date on myDLC, all the relevant payment options for your selected programme of study will be displayed for you to choose the one which suits you best.

## DECIDING ON YOUR START DATE AND TARGET COMPLETION DATE

**Higher Education University & College intake** - if you have set your sights on entering a University of College for a particular intake, or have obtained a conditional offer of a place, this will probably have a major impact on your decision about how long you wish to take to complete. All these organisations offer entry in September/October of each year and a few offer a January/February intake as well.

**DLC Certification Dates** – we have arranged our Moderation (this is where we are Quality Assessed by OCNNWR, the Awarding Body) to align with University and College intake dates. Students who have completed by the Moderation date will get Certificates. If you do not complete in time you will have to wait for the next one. Unfortunately this cannot be flexible and completion that is ‘a bit late’ still cannot be Certificated until the following date. DLC Certification Dates are June and November. June Certifications are for September/October University & College intake and November is for January/February intake. It does not matter if your Higher Education dates are further away and you can complete well in advance of our Certification dates, this information only applies if you are working to a tight schedule. **You cannot enrol after the 1<sup>st</sup> of December for a June Certification or after May 1<sup>st</sup> for a November Certification, this is because you will be unable to complete in the timescale you are setting.**

**BEWARE** - trying to complete your studies in less than 9-12 months requires a huge amount of work on your part. Start as early as you can and set realistic goals. It is better to finish early rather than find you cannot complete in time.

## **MORE ABOUT THE REGISTRATION FEE**

When you complete the course we have to apply to OCN for your Certificate, the charge is £100 (no VAT payable) for a Full Access Diploma and is still the same for Unit Accreditation or even if you complete more than the normal 60 Units. OCN do change the Certification Fee periodically, and this is outside our control. If they do raise the charge we have to charge you the additional amount.

We do not release Certificates until the Registration fees are paid and any tuition arrears settled. Some students decide to pay a little extra each month to cover the cost as they progress through the course, whilst most pay a lump sum at the end.

## **REFUNDS**

We do not offer refunds except under exceptional circumstances; neither do we refund parts of instalments already paid or parts of monthly fees. If you cancel your payment via your bank without informing your tutor, and they continue to provide tuition, you will be removed from the course until you pay the arrears and in extreme cases legal action may be taken to recover the debt.

If you are having problems meeting the costs for your course, please talk to your tutor about it, we are here to help you succeed!